

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Jerry
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This Notice Expires 30 November 1955

NOTICE NO.
LN 20-660-11

LN 20-660-11

PERSONNEL

7 September 1955

SUBJECT: Consolidated Charities Fund

REFERENCE: Agency Notice [REDACTED] dated 20 August 1955,
distributed to All Employees

STATINTL

RECISSION: LN 20-660-8 dated 28 September 1954

1. As indicated in referenced Notice and in order to consolidate the various annual charitable drives, this Agency has established the Consolidated Charities Committee which will conduct one drive each year to raise funds for distribution among the following charities on the basis of contributions made through the Agency in previous years and designations by employees to specific charities:

a. THE COMMUNITY CHEST FEDERATION - Provides funds for 101 Red Feather Agencies and helps support area hospitals, the United Defense Fund Units and the local USO installations. (Received 60% of 1954-1955 Agency contributions.)

b. AMERICAN NATIONAL RED CROSS - Serves American Forces at home and abroad, as well as returned veterans and their families; trains nearly 2 million persons annually in first aid and water safety; provides material and financial aid here and abroad in times of flood, fire, earthquake, plague and hurricane; collects and provides blood for civilian and military use; provides nursing service in time of disaster and trains citizens in home care of the sick and mother-baby care. (Received 20% of 1954-1955 Agency contributions.)

c. AMERICAN HEART ASSOCIATION - Provides funds for research into the diagnosis, treatment and prevention of the nation's Number One killer; provides lay and professional education in methods of combating this disease; provides community services, such as cardiac clinics and job placement of industrial workers with heart disease; and coordinates medical, nursing, welfare and other services assisted by these funds.

d. AMERICAN CANCER SOCIETY - Provides funds to scientists and institutes for research into the cause of America's Number Two killer; provides physicians, dentists and nurses with up-to-date information on cancer diagnosis and cure; educates the community

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in the danger signals of cancer through group meetings, exhibits and literature; and provides funds for home nurse care, institutional care for incurables, and clinical diagnosis and treatment.

e. MARCH OF DIMES of the National Foundation for Infantile Paralysis uses contributions for the treatment and rehabilitation of polio victims, as well as for research into its cause and transmission. Funds are badly needed to provide for the inoculation of school children with the Salk and other new vaccines.

f. ARTHRITIS AND RHEUMATISM FOUNDATION sponsors a national program of research and education in the rheumatic diseases to discover their causes and to develop methods of prevention; promotes locally more effective methods of diagnosis, more facilities for treatment and for training physicians in rheumatic diseases; and provides systematic retraining and rehabilitation for those disabled by the diseases. The rheumatic diseases are first in prevalence and second in disabling effect among all disease in the U. S.

g. THE SOCIETY FOR CRIPPLED CHILDREN - Aids in providing services for crippled children. These facilities, operated or financed by the Society, include clinical consultation and treatment; physical, speech and occupational therapy; psychological service; braces and appliances; camping; community education and parent counseling.

h. THE G.A.R. MEMORIAL DAY CORPORATION - A patriotic organization which, on Decoration Day (30 May) decorates the graves of the service dead with flowers and flags. Constituent organizations include United Spanish War Veterans, Veterans of Foreign Wars, the American Legion, Disabled American Veterans and AMVETS.

i. THE AMERICAN-KOREAN FOUNDATION - A voluntary agency through which Americans may participate in the rehabilitation of Korea. The work of the Foundation is in expanding and improving training for Korean physicians, dentists, nurses, teachers, social workers, and engineers; in helping to rebuild schools, orphanages, hospitals, clinics and leprosaria; in aiding in the re-establishment of youth groups and in rehabilitating the war disabled and war widows. Its objective is to help the Koreans to help themselves.

j. THE METROPOLITAN POLICE BOYS' CLUB - A local organization for boys 6 through 18 which offers a variety of sports and activities conducive to good health and good citizenship. The club also sponsors two large summer camps where needy youngsters enjoy free two-week vacations each summer.

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2. As new charitable organizations solicit the Agency for funds, the Committee will determine their worth, and if desirable, will send them checks drawn from a small reserve of undesignated funds. Special appeals for funds to cover disaster and other unforeseen circumstances may, however, be made subject to the approval of the Consolidated Charities Committee.

3. With the exception of items i. and j. of paragraph 1, the suburban areas of Alexandria, Arlington, Fairfax, Montgomery and Prince Georges share in the benefits of the above charities.

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4. Major General [REDACTED] will serve as Vice Chairman of the campaign for the Office of Logistics, and [REDACTED] will act as Room IC-46A, Extension Campaign Coordinator.

[REDACTED] the Vice Chairman's representative, will receive reports and contributions from the keymen and will reply to any inquiries relative to procedure or other questions that may arise. The following keymen are appointed to contact each employee of this Office, and unpaid balances of pledges made will be payable to your keyman:

Office of the Director (to include Administrative and Security Staffs)

[REDACTED]

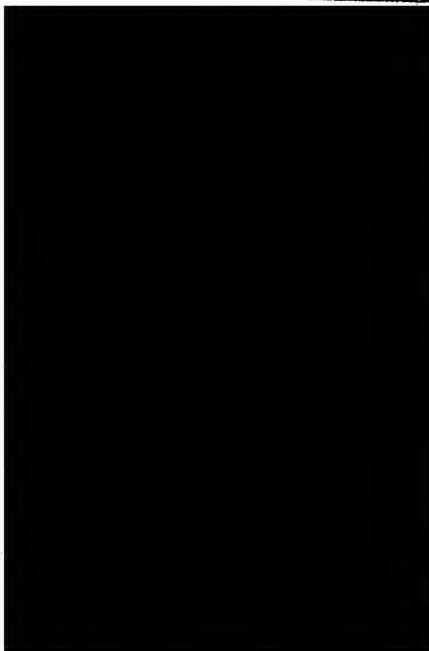
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Real Estate and Construction Division

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5. The idea of one annual drive for funds should appeal to all of us as a simplified and time-saving means of making contributions to worthy organizations. If every employee of the Office of Logistics contributes an amount equivalent to the total each contributed in the several drives conducted during the past year we shall have no difficulty in meeting our share of the Agency goal of \$70,000. Let's do it!

INSTRUCTIONS TO KEYMEN

6. A meeting of all keymen will be held at 1330 on Friday, 9 September 1955, in Room 107A, R&S Building.

7. A sufficient quantity of Form No. 739 "Consolidated Charities Fund Pledge and Payment Record Cards" will be distributed to each keyman for the employees within his area. When pledges and/or payments are received the keyman will detach the receipt stub of this form, complete the necessary information and return to the contributor, who may keep a record of subsequent payments on the reverse side of this stub. The keyman will ensure that the name, Office, Room No. and all other pertinent data are completed on both sides of Form No. 739.

8. Form No. 740 "Consolidated Charities Fund Keyman's Campaign Report" will also be distributed to keymen. This form will be prepared

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in quadruplicate (if the keyman desires to retain a copy, a fifth copy may be prepared), listing the names of contributors or pledgees. The original of Form No. 740 with accompanying cards, Form No. 739, will be submitted during the campaign, which will close as of 30 September 1955. The 2nd, 3rd, and 4th copies of Form No. 740 will be submitted on 30 September, 31 October, and 30 November 1955 respectively, with entries of pledge payments against the name of each contributor. The total of the amounts in the "Paid with Pledge" and "Pledge Payments" columns, at the end of November, should balance with the total amount subscribed for each keyman's report. In event keymen fail to collect pledges due by the respective reporting dates, reports will not be held, but will indicate "NP" for no payment.

9. Progress reports (forms will be furnished for this purpose) will be submitted by the keymen to the Vice Chairman's representative on the following dates:

1st Report - 9:00 A.M. 14 September
2nd Report - 9:00 A.M. 19 September
3rd Report - 9:00 A.M. 26 September
Final Report - 9:00 A.M. 3 October

10. Keymen unable to continue their responsibilities because of transfer, extended leave or for other justifiable reasons will report to the Division Chief, who will appoint a substitute keyman and so advise the Vice Chairman's representative.

11. A record of the total amount of contributions from each Division and Staff will be maintained in the Office of the Director.

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Director of Logistics

cc: Employees Services Branch, O/P

Distribution:
All Employees

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OL/AS [REDACTED] :mel (7 September 1955)

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